

Work Injuries – Reporting and Medical Care Options

All injuries must be reported within 24 business hours

Exception - Report life threatening emergency care immediately

MISD employees should not prompt and or suggest medical care

MISD employees should not endorse a specific care facility

Work related **injuries require** a completed signed and dated **First Report of Injury and Written Statement**. Complete forms within 24 business hours and send to Risk Management by fax 972-882-5565 or email kfulenwider@mesquiteisd.org and ccourson@mesquiteisd.org

Provide the employee with the First Report of Injury and Written Statement. **Employee is responsible for completing forms.**

2. Double check First Report of Injury for employee and supervisor signatures. Fax or scan the following forms to Risk Management: First Report of Injury, Written Statements and Alliance Acknowledgment.
3. If electing medical care, provide employee with the TASB Alliance Medical Network list. The employee may choose an Urgent Care Facility on the list or go online to pswca.org and choose a PRIMARY doctor. Provide employee the Optum First Fill Prescription card.
4. **Before seeking medical care, all forms must be received by Risk Management and employee MUST call Risk Management** (972-882-7375 ext. 27375 or 972-882-5561 ext. 25561).
5. The Primary doctor/Urgent Care Facility requires verification of employment authorization from Risk Management prior to medical care; therefore, **it is important to send all documents to Risk Management prior to the employee seeking medical care.** Failure of notification could result in refusal of care by the provider or require payment from the employee.
6. Provide video of the incident when available.

***All life threatening injuries should
be nearest Emergency Room***

Risk Management MUST be notified immediately